




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR AUGUST 12, 2009		

TO

Captain John Carr, Fire Department
Mr. Ken Sands, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Mr. Kevin Sullivan, DOT Planning
Mr. John Thumbi, DOT Traffic
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. James Wescott, Finance
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

DATE:
Date of Distribution: August 17, 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, Melvin Hicks, Gary Letteron, Anthony Cataldo, Ervin McDaniel, Martin French, Lisa Morris, and Brent Flickinger for the Department of Planning;
- Captain John Carr for the Fire Department;
- Kirkland Gabriel, John Thumbi, and Kevin Sullivan for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities;
- John Igwe for HCD-Plans Examining; and
- James Carroll for the Department of Public Works.

Agenda

1. 3509 East North Avenue – Revised Concept, 6,200 sqft addition
2. 2100-2100 Block Barclay Avenue – Barclay-Midway-Old Goucher Redevelopment
3. 2601 West Franklin Street – Church and Parking Lot
4. 509 South Washington Street – New Parking Lot

Plans Update

1. 4500-04 Harford Road – Montebello Crossing – Approved
2. 3823 Hamilton Ave – Daycare Expansion & Parking – Approved

3509 East North Avenue – Revised Concept, 6,200 sqft Building Addition

Zoning: M-2-2

Plans Date: 6 Aug 2009

Block/Lot: 6108-D/010

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±2.99 Acres

Gross Square Footage: ±14,680 sf existing, plus ±6,200 sf addition

In addition to Committee Members and Planning staff, in attendance was:

- Bob Rosenfelt, Colbert, Matz, Rosenfelt;
- Lisa Junker, Colbert, Matz, Rosenfelt;
- Mike Bahen, Pioneer Builders.

Project Summary:

This industrial site is improved by a one-story food distribution warehouse. It was reviewed by the SPRC in 2006 for a larger addition, but the project was not started. A 6,200 sqft addition is now proposed.

Comments & Issues:

- **Environmental/Landscaping:** Stormwater management goals are being addressed through a 20% reduction of impervious surface. Six trees and grass will be provided in the southwest corner of the site. The existing stand of trees by the entry drive will not be disturbed.
- **Parking:**
 - Nine parking spaces are required for this use; sixteen parking spaces are provided (no handicapped accessible spaces). Please show that all of these parking spaces are functional. In the row of twelve parking spaces, the one farthest from the building may be too close to the property line to be functional. This same condition applies to the parking space closest to the building. These spaces can be angled to allow for better access to these spaces, or they can be removed.
 - A Traffic Impact Study (TIS) is not required, as the addition is less than 15,000 sqft in size.
 - The existing loading docks will be largely unaffected by this addition. A new loading ramp will be added to the addition, which is used for cooler and storage space. A truck turning detail is provided that demonstrates the ability to reverse the direction of the truck and access the ramp.
 - Approximately three semis and three or four box trucks are expected daily. No trailer storage is expected, other than short durations for staging. Mark the temporary staging area by hatchment or similar surface painting.

- Mark the area in front of the relocated wheel stops by the new landscaped area as a no parking area, either by hatchment, “No Parking” paint on the surface, or other similar indication. This will help prevent vehicles from parking informally in this area, creating a potential conflict with trucks maneuvering to the new loading ramp.
- Accessibility: The building is not accessible at this time. Should the future use of the building change to include being open to the public, please add one handicapped parking space by the new addition at that time.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA): This use is permitted in the M-2-2 District, no variances are anticipated.
- Plan Adjustments/Missing Site Plan Elements: Add a stop sign at the exit to East North Avenue, visible when leaving the site.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

2100 & 2200 Blocks of Barclay Street – Barclay-Midway-Old Goucher Redevelopment

Zoning: 2106-24: R-9

2222-38: R-8

Plans Date: 5 Aug 2009

Block/Lot: 3813/032-041; 3816/053-061

Urban Renewal: None

Environmental: Stormwater Management; Forest Conservation

Historic: None

Total Site Area: $\pm 6,680\text{sf} + \pm 3,600\text{sf} + \pm 9,900\text{sf} = \pm 20,180\text{sf}$ total

Gross Square Footage: 18 lots proposed, see plans.

In addition to Committee Members and Planning staff, in attendance was:

- Fred Thompson, Gower Thompson, Inc.;
- Catherine Stoles, Telesis Baltimore Corp. ;
- Magda Westerhout, Marks, Thomas Architects;
- Sharon Bradley, Bradley Site Design;
- Joanna Lemmon, Bradley Site Design; and
- Alastair Smith, HABC.

Project Summary:

This project is part of a larger City-wide project involving some 260 parcels. This phase of the larger project has three parts. The existing lots will be consolidated and resubdivided, resulting in fewer lots that meet lot size requirements. In order to keep the overall unit count approximately the same, some of the townhomes will have two dwelling units.

Comments & Issues:

- 2100 Block Properties: The existing seven lot group will be consolidated and resubdivided into five lots. There will be two dwelling units in the end unit (at the corner with East 21 ½ Street), with the first floor being a handicapped accessible unit. The second unit will be on the second and third floors. The existing three lot group will be consolidated and resubdivided into two lots, each of which will have two handicapped accessible dwelling units. The accessible units will be on the first floor, with the other unit on the second and third floors.
- Environmental/Landscaping:
 - Separate landscaping plans were submitted at the meeting, showing a greatly improved planting layout. For 2106-18 Barclay Street, the existing sidewalk is ± 13 in width. The plans show the portions closest to the front of the new homes are to be removed and replaced with planting areas for two trees and shrubs. A small planting area will be provided on the East 21 ½ Street side, as well as in the rears of proposed lots 36-39.
 - Landscaping is provided, where possible, around proposed lots 32 & 33.
 - For proposed lots 53-59, a more elaborate plan is possible, including reduced sidewalk paving along Barclay Street, a continuous tree trench along East 23rd

Street, and a series of small rain gardens to catch some of the rooftop runoff. Tree shading of the sidewalks will help minimize urban heat island effect.

- This site disturbs more than 5,000 sqft of area, and so stormwater management program requirements will apply.
- This site in total exceeds 20,000 sqft of disturbance, and so Forest Conservation program requirements must be met. Contact Gary Letteron for coordination at 410-396-4369.

- Parking:

- In these Zoning Districts, one parking space is required for each dwelling unit. For the proposed lots 32-39, there are ten dwelling units, and only seven parking spaces. A parking variance will be required from the BMZA.
- In this proposal, access easements are required for the proposed parking arrangement that crosses property boundaries. Parking will also be provided on a first-come first-served basis among the tenants of the homes, no parking spaces will be assigned. The committee recommends that a statement explaining this arrangement is provided to tenants as part of their lease agreement.
- Two of the parking spaces are proposed to be handicapped accessible, one for each group.
- There will be five parking spaces behind the proposed Lots 35-39, three are parallel parking across the rears of proposed Lots 35-37. Another two parking spaces will be located in the rear of proposed Lot 39, with 24' of clear space in the rear yards of proposed Lots 37 and 38. This arrangement is tighter than preferred, but provides parking where there is none now.
- One-way traffic flow in the alley from 21 ½ Street to the exit on Guilford Avenue would help prevent traffic conflicts. Likewise, one-way traffic in the alley surrounding proposed lots 32 and 33 from 21 ½ Street to the exit on Barclay Street would minimize potential conflicts. Please request one-way signage for these alleys from the Department of Transportation.
- The alley behind proposed lots 53-59 will have angled parking, and so should also be posted as one-way. The eight foot wide opening will

- Accessibility: Four of the eighteen dwelling units will be handicapped accessible. Clear paths to parking are provided, though only two handicapped parking spaces can be provided, due to site constraints. Still, the committee felt that it was better to provide the accessible units without handicapped accessible parking, than to omit the accessible units. Unfortunately, as these will be rental units, reserved parking on-street will not be permitted. Parking Authority policy restricts reserved on-street parking for property owners.

- Trash: Storage areas are provided to keep trash cans for individual properties. These cans will have to be put out for pickup on trash day. In the case of proposed lots 35-39, the rear sidewalk is behind the parallel parking spaces, and away from the alley. There may be difficulty in picking up these trash cans. There was no other obvious solution to this problem to the committee. Trash cans should not block parking spaces, aisles or the handicapped parking space hatchment area. Contact DPW Solid Waste Division for suggestions.

- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - The existing lots are now less than sixteen feet in width, as required by §3-303. The proposed lots will exceed this requirement.
 - In the zoning analysis for 2106-18 Barclay Street on the site plan sheet, an asterisk denotes that a rear yard variance will be required for proposed lot 35. A rear yard setback of 10' is required in the R-9 District, which is provided. No variance is needed for this lot.
 - A FAR of 2.1 is proposed for lot 53, which exceeds the R-8 FAR limit of 2.0, this variance lies within the BMZA's variable limits.
 - In the R-9 and R-8 Zoning Districts, one parking space is required for each dwelling unit (§10-405). For the proposed lots 32-29, there are ten dwelling units, and only seven parking spaces. A parking variance will be required.
 - In the zoning analysis for 2222-38 Barclay Street on the site plan sheet, the proposed unit count is wrong ($7 + 1 \neq 9$). That throws off the parking calculation, which shows that nine parking spaces required. For the proposed eight dwelling units, the eight parking spaces to be provided will meet the requirement. No variance is needed for parking in this group.
 - The alleys accessing parking spaces are each less than 15' in width, and so will require a variance for each (§10-306).
 - In the R-8 District, 750 sqft of lot area is required per dwelling unit (§4-1106). Proposed lot 59 will only contain 1,350 sqft, which requires a variance of 10%, which lies within the BMZA's 25% variable limit. A rear yard setback of 25' is required (§4-1107). Proposed lot 59 will only have a rear yard of 15'.
- Plan Adjustments:
 - The landscaping shown on the site plan differs with the landscape plan provided on a separate sheet at the review. Remove landscaping references from the site plan, and please provide two copies of the landscape plan with the two sets of revised plans.
 - Correct zoning analysis typos on both sheets, and please note accessible/visitable units on the plans.
 - Show alley or other security lighting in parking areas.
 - Increase the width of the alley width to 10' behind a portion of proposed lots 53 & 54 providing a car in the end parking space an easier exit.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

NOTE

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- **All approved final site plans must be stamped.**

2601 West Franklin Street – Church and Parking Lot

Zoning: M-2-1

Plans Date: 23 Sept 2003

Block/Lot: 2209/001&01A

Urban Renewal: None

Environmental: Forest Conservation, Stormwater Management

Historic: None

Total Site Area: ±2.4 acres

Gross Square Footage: ±43,463 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Bishop Jonathan Wallace, Inner Court Ministries;
- Lamont Jackson, LHJ CAD Consultants;
- Elford Jackson, Avanlon Engineers.

Project Summary:

This is a proposal for a 1,000-seat church and related parking lot that has been in planning phase for a couple of years.

Comments & Issues:

- Environmental/Landscaping:
 - Forest Conservation program requirements apply to this project. Contact Gary Letteron in the Department of Planning for guidance. More tree pits or other plantings will be required in the parking field to minimize urban heat island effect, by creating shading on the parking lot.
- Parking:
 - A parking lot with 284 parking spaces is proposed. These parking spaces should be shown at 9' by 20' with a 20' drive aisle. Sufficient space is available to reconfigure the parking stalls.
 - The committee was concerned about the potential for conflict in the drop-off area in front of the main church entrance. The two-lane configuration may encourage drop-offs to occur in the bypass lane, adding risk from vehicles turning right from the rear parking lot. Reconfigure the drop-off lane entrance to have only one lane entrance, with a stop sign and alternating traffic from the rear parking lot and entering vehicles from West Franklin Street.
 - The driveway entrance from West Franklin Street is not proposed to change.
 - A Traffic Impact Study (TIS) has been conducted by the City, based on services on Sundays and Tuesday evenings. No major conflicts were expected.
- Accessibility:
 - Nine of the 284 parking spaces are handicapped accessible. Three more will need to be added, as close to the handicapped accessible entrance as possible. If there will be ramps to access the sidewalk, show them. Otherwise, show that there will be a depressed curb and show wheel stops.
 - Please note the depressed curb in front of the main church entrance.

- Plan Adjustments/Missing Site Plan Elements:
 - Bike racks need to be shown,
 - The portion of the site designated for the future MTA Red Line maintenance facilities must be shown. This area will be preserved for the future Red Line. An easement agreement with the adjacent property owner should be secured now to ensure secondary access, but construction of roadways will not be necessary until it is required for access.

Next Steps

- Work with Gary Letteron on Forest Conservation program requirements;
- Work with Melvin Hicks on the permit procedures for LEED equivalent certification; and
- Submit two complete sets of revised plans for final approval and stamp.

NOTE

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- **All approved final site plans must be stamped.**

509 South Washington Street – New Parking Lot

Zoning: R-8

Plans Date: 23 July 2009

Block/Lot: 1783/040-043

Urban Renewal: Fells Point Main Street

Environmental: Forest Conservation; Chesapeake Bay Critical Area

Historic: Fells Point CHAP District

Total Site Area: ±10,047 sqft

Gross Square Footage: ±0

In addition to Committee Members and Planning staff, in attendance was:

- Julie D. Tice, Architect.

Project Summary:

The owner of the to-be-consolidated parcels 503, 505, 507 and 509-11 South Washington Street (to be known as 509 South Washington Street) would like to redevelop the site for surface parking. These parking spaces will serve his adjacent properties at 2001-03, 2005, 2007, 2015, and 2019 Eastern Avenue. Any excess parking spaces may be leased to others in the area.

Comments & Issues:

- Environmental/Landscaping:
 - The site encloses ±10,047 sqft of area, and so Forest Conservation program requirements apply.
 - As the site is located within the Chesapeake Bay Critical Area, the project will have to be reviewed by the Critical Area Commission.
 - If the eastern end of the site is not required for movement, consider planting space in that area to minimize impervious surface.
- Parking:
 - Parking spaces should be 10' by 18' with at least a 20' drive aisle. Parking space depth may increase to 18.5'.
 - One parking space at the back end of the lot should be hatched out as a turn-around space, and marked with a "No Parking" sign, or paint marking on the surface, or both.
 - Install a stop sign at the exit point, as additional warning to departing vehicles.
- Accessibility: If width is available, consider adding hatched safe paths to handicapped parking spaces.
- Plan Adjustments/Missing Site Plan Elements:
 - The proposed lighting may create some conflicts. If there is extra space behind the parking rows, the light standards may be placed there, so long as cast light is contained within the property. Alternately, they may be placed between parking spaces, but may require the loss of parking spaces across the whole row.
 - The screening wall at the parking lot entrance will need review by CHAP, contact Eddie Leon for guidance.

Next Steps

- Work with Eddie Leon in CHAP for permit procedures;
- Submit five complete sets of revised plans and schedule a follow-up review.

NOTE

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- **All approved final site plans must be stamped.**